



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://cao.co.la.ca.us>

DAVID E. JANSSEN
Chief Administrative Officer

Board of Supervisors
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YVONNE BRATHWAITE BURKE
Second District

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Third District

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MICHAEL D. ANTONOVICH
Fifth District

March 26, 2004

To: Supervisor Knabe, Chairman
Supervisor Gloria Molina
Supervisor Yvonne Brathwaite Burke
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

REQUEST TO APPOINT CAROL GUNTER TO THE POSITION OF EMERGENCY MEDICAL SERVICES DIRECTOR, HEALTH SERVICES ADMINISTRATION

Consistent with the Board's August 4, 1998 and December 5, 2000 actions on management appointments, the Department of Health Services (DHS) requests authority to appoint Carol Gunter to the position of Emergency Medical Services Director at a salary of \$10,058.92 per month or \$120,707 annually. This requested salary places Ms. Gunter at the control point of the Salary Range (R-14) for this position. This is a 24 per cent increase above her current salary. This item is vacant and funded within the Department's 2003-04 Adopted Budget.

Since February 18, 2003, Ms. Gunter has acted in the capacity of administrator of the EMS Agency with responsibility for providing management of the EMS system. As the largest multi-jurisdictional EMS system in the country, the Los Angeles County EMS system consists of 44 paramedic provider agencies, 82 9-1-1 receiving hospitals (of which 21 are base station hospitals), and over 18,000 EMS personnel. As the Acting Director, Ms. Gunter has responsibility for policy development and coordination on a countywide basis, negotiates and manages grant funds, and administers contracts with service providers to provide health care services. The position is responsible for the day-to-day operations and activities of the immediate program staff and provides oversight of the adherence to policy and procedure and of the quality of services by the providers on a countywide basis.

Further, the position has responsibilities in areas such as County emergency preparedness; regional disaster coordination for a six-county area, as legislatively contracted with the State of California; anti-terrorism training; and the County's Disaster Medical Assistance Team, DMAT CA-9, and its more specialized National Medical

Each Supervisor
March 26, 2004
Page 2

Response Team, Western-NMRT (one of four teams specially trained to handle chemical, biological, radiological, nuclear and explosive, CBRNE incidents). As Acting Director, Ms. Gunter manages an annual budget of over \$15 million for the EMS Agency. In addition, she is currently responsible for managing contracts with private trauma centers (nearly \$27 million annually with a federal Medi-Cal match program), payment to private physicians for indigent care (over \$10 million annually) and management of several terrorism/homeland security grants at an annual expenditure of over \$20 million.

The Department indicates Ms. Gunter is highly qualified for the permanent appointment to this position, with 25 years of experience in the field of Emergency Medical Services with the County, including serving for 10 years as Assistant Director. The salary requested for Ms. Gunter's position is at the Control Point of Salary Range 14 and is commensurate with the scope and responsibilities of this position. Ms. Gunter is highly qualified for this position and possesses the special knowledge, skills and experience required to successfully perform in this critical position.

Based on the above, we concur with the Department's request to appoint Ms. Gunter to the position of Emergency Medical Services Director, at an annual salary of \$120,707. In accordance with the policy on managerial appointments, unless we hear otherwise from your offices by April 2, 2004, we will notify the Department that they may proceed with the appointment, effective April 5, 2004.

Please let me know if you have any questions about this appointment, or your staff may contact Gregory Polk of this office at (213) 974-1791.

DEJ:DL
SS:GP:bjs

Attachments

c: Executive Officer, Board of Supervisors
Director, Department of Health Services
Director of Personnel



THOMAS L. GARTHWAITE, M.D.
Director and Chief Medical Officer

FRED LEAF
Chief Operating Officer

COUNTY OF LOS ANGELES
DEPARTMENT OF HEALTH SERVICES
313 N. Figueroa, Los Angeles, CA 90012
(213) 240-8107

BOARD OF SUPERVISORS

Gloria Molina
First District

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Third District

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Fourth District

Michael D. Antonovich
Fifth District

February 12, 2004

TO: Sheila Shima, Acting Assistant Division Chief
Health Team
Chief Administrative Office

FROM: Sachi Hamai, Director
Administrative Services

SUBJECT: **REQUEST FOR AUTHORIZATION TO APPOINT CAROL GUNTER TO THE
POSITION OF EMERGENCY MEDICAL SERVICES DIRECTOR**

On October 1, 2002 the Board of Supervisors instructed that all appointed Department Heads obtain the approval of the Board prior to filling any administrative or management position with an annual salary in excess of \$107,000.00. As directed in this Board policy, CAO approval is required to fill any management vacancy.

Consistent with this policy, this is to request your office's approval to appoint Carol Gunter to the Department of Health Services' Emergency Medical Services (EMS) Agency position of Emergency Medical Services Director, Item Number 4612, Salary Range 14, at an annual salary of \$120,707.00 (\$10,058.92 monthly). Ms. Gunter is presently an Emergency Medical Services Assistant Director, Item Number 4600, Salary Range 11, at an annually salary of \$97,254.00 (\$8,104.50 monthly). This appointment represents a salary increase of 24 percent and will place Ms. Gunter at the Control Point of Salary Range 14. She has been functioning as the Acting EMS Director since February 18, 2003. Funding for this position is included in the 2003-04 Fiscal Year budget and is 100% offset by SB612 funds; therefore, there is no increase in net County cost.

The Department recognizes that this is a significant increase in salary, however, this unique position carries with it a complex system coordination responsibility that includes the integration of multiple public and private entities at the County level as well as regionally and statewide as the designated Regional Disaster Medical and Health Coordinator for Region 1 (Los Angeles, Orange, San Luis Obispo, Santa Barbara and Ventura Counties). This position is essential to ensure compliance with statutory and regulatory requirements, Health & Safety Code 1798 and Title 22. EMS is an extremely high priority, given the requirements of designation as the Advanced Life Support services and Trauma hospital, certification and accreditation of prehospital care personnel.

Sheila Shima
February 12, 2004
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The EMS Director serves as the administrator of the EMS Agency and is responsible for providing management of the EMS system. As the largest multi-jurisdictional EMS system in the country, the Los Angeles County EMS system consists of 44 paramedic provider agencies, 82 9-1-1 receiving hospitals (of which 21 are base station hospitals), and over 18,000 EMS personnel. The Director is responsible for policy development and coordination on a countywide basis, negotiates and manages grant funds, and contracts with service providers to provide health care services. The position is responsible for the day-to-day operations and activities of the immediate program staff, provide oversight of the adherence to policy and procedure direction, and quality of services by the providers on a countywide basis.

Further, the position has responsibilities in areas such as County emergency preparedness; regional disaster coordination for a six-county area, as legislatively contracted with the State of California; anti-terrorism training; and the County's Disaster Medical Assistance Team, DMAT CA-9, and its more specialized National Medical Response Team, Western-NMRT (one of four teams specially trained to handle chemical, biological, radiological, nuclear and explosive, CBRNE incidents), a team that is prepared to be Federalized and sent to any location in the country. The Director manages an annual budget of over \$15m for the EMS Agency. In addition, the position is currently responsible for managing contracts with private trauma centers (nearly \$27m annually with a Federal Medi-Cal match program), payment to private physicians for indigent care (over \$10m annually) and management of several terrorism/homeland security grants at an annual expenditure of over \$20m.

Ms. Gunter is highly qualified for the position with twenty five years experience in the field of Emergency Medical Services with the County. She has functioned as the Assistant Director for ten years and was formally promoted to that position in 1999.

The salary requested for Ms. Gunter's position is at the Control Point of Salary Range 14 and is commensurate with the scope and additional responsibilities of this position. Ms. Gunter is highly qualified for this position and possess the special knowledge, skills and experience required to successfully perform in this critical position.

If you have any questions or require additional information, please let me know, or your staff may contact Susan Montenegro at (323) 890-7903.

SH:sps
A:\GUNTER.WPD

Attachments

c: Kate Edmundson
Susan Montenegro

PERTINENT INFORMATION FOR CAROL GUNTER, BSN, MPA

- **Certify that the position is vacant and budgeted.**

This is a Department of Health Services position approved by the Board. The item is fully funded in the 2003-04 Fiscal Year budget; therefore, there is no increase in net County cost. The position is 100% offset by SB612 funds.

Attachment I - Item Control

- **Attach an organizational chart highlighting the position. Describe where the position fits into the management organizational structure.**

The position is within the Emergency Medical Services (EMS) Agency, reporting to the Director of Health Services and Chief Medical Officer. The EMS Director serves as the administrative manager of the EMS Agency responsible for planning, implementing and evaluating an emergency medical services system as mandated by statute.

Attachment II - Organizational Chart

- **Indicate current salary of the individual for whom the request is being submitted. Indicate proposed salary and percentage increase over current salary.**

Carol Gunter is presently an Emergency Medical Services (EMS) Assistant Director, Item 4600, Salary Range 11, at an annual salary of \$97,254.00 (\$8,104.50 monthly). This request is to appoint Ms. Gunter to the position of Emergency Medical Services Director, Item Number 4612, Salary Range 14, at an annual salary of \$120,707.00 (\$10,058.92 monthly). The EMS Director position is compensated at a Salary Range 14 and does not exceed the Control Point of \$120,707.00. The EMS Director item was reinstated in July 1999 after the item had been deleted in 1994 when the incumbent retired under the Early Separation Program (ESP). An in depth analysis of pay level and salary survey of EMS Director positions was conducted at that time. It was evident that the magnitude and complexity of the Los Angeles County EMS system was unlike any other in the State. Ms. Gunter has been acting in the capacity of the Director since the former director retired in February 2003 and was appointed above the Control Point at the time of appointment in 1999. The proposed salary is intended to compensate Carol Gunter commensurate with her unique professional background, extensive management experience, and the scope and complexity of her new duties and responsibilities.

Attachment III - EMS Director Exam Certification List

Attachment IV - Professional Resume

- **Provide a listing of all equivalent internal positions within the organization.**

Attachment V

- **Identify highest paid subordinates reporting to this position.**

Attachment VI

- **Identify management position above the position being requested.**

This position reports directly to Thomas Garthwaite, M.D., Director of Health Services, Item Number 4556L, with an annual salary of \$280,500.00 (\$23,375.00 monthly).

ATTACHMENT I

Date: 2/2/2004

Budget Monitor
Department: 110

Budget Code: 0020

Cost Center

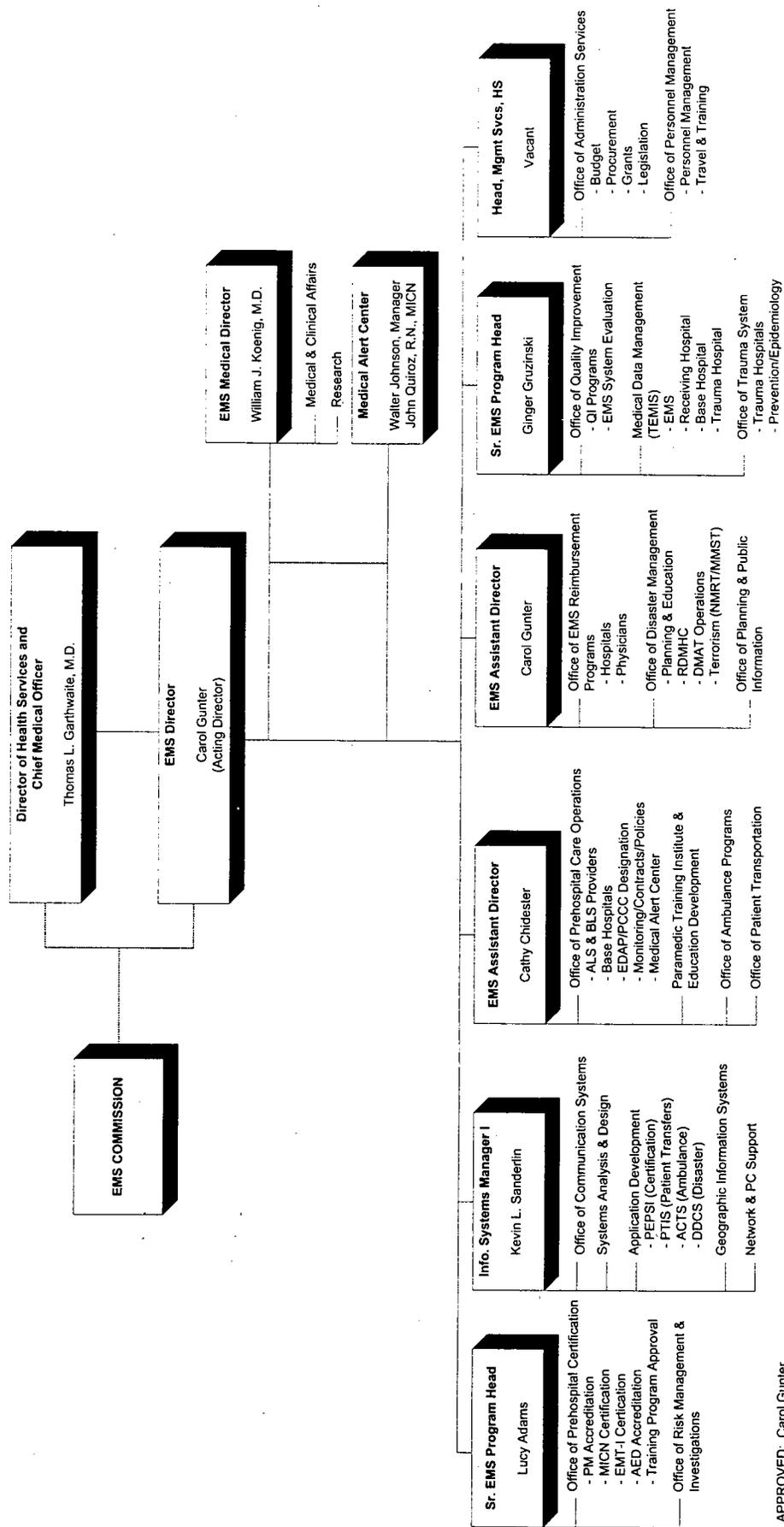
Location: DIRECTOR/MEDICAL OFFICER - EMERGENCY MEDICAL SERVICES - EMERGENCY MEDICAL SERVICES ADMIN

BUDG ITEM	ITEM DESCRIPTION	ORD POS	BUD POS	ADJ	FILLED	OPEN	LAST NAME	FIRST NAME	EMP #	ASSIG ITEM	ASSIG CODE	ASSIGNED ITEM DESCRIPTION
0643A	ACTG TECH II	1	1	0	1	0	BLANCO	ROQUE		0643A	0020	ACTG TECH II
0748N	FIN SPEC II	1	1	0	1	0	TON	LOC		0748N	0020	FIN SPEC II
0888A	ADMIN ASST II	1	1	0	1	0	PEREZ	DIANNA		2183A	0020	SR. MED STENO
0907A	STAFF ASST I	1	1	0	1	0	THORNTON	JACQUELINE		0907A	0020	STAFF ASST I
1077A	HD,MGT SRVS,HS	1	1	0	0	1	[Vacant]					
1138A	INT CLERK	1	0	0	1	-1	STREIFFERT	BETHANY		8242F	0020	STUDENT WORKER
2109A	MGMT SECT'Y III	1	1	0	1	0	RIDEAUX	MARILYN		2109A	0020	MGMT SECT'Y III
4600A	EMRG MED SV DIR	2	2	0	2	0	CHIDESTER	CATHY		4600A	0020	EMRG MED SV DIR
4600A	EMRG MED SV DIR	2	2	0	2	0	GUNTER	CAROL		4600A	0020	EMRG MED SV DIR
4612A	EMER MED SR DIR	1	1	0	1	0	HASTINGS	E VIRGINIA		4612F	0020	EMER MED SR DIR
5480A	CHF PHYS II,M.D	1	1	0	1	0	KOENIG	WILLIAM		5480A	0020	CHF PHYS II,M.D

ATTACHMENT II



LOS ANGELES COUNTY EMERGENCY MEDICAL SERVICES AGENCY



APPROVED: Carol Gunter

EFFECTIVE: November 19, 2003

ATTACHMENT III

Carol R. Gunter, BSN, MPA

CURRICULUM VITAE

PERSONAL DATA

Business Address: Department of Health Services
Emergency Medical Services (EMS) Agency
5555 Ferguson Drive, Suite 220
Commerce, California 90022

Business Phone: (323) 890-7539
FAX (323) 890-8536

Home Address:

Citizenship: United States

HIGHER EDUCATION

- 1973 - Diploma graduate of Sioux Valley Hospital School of Nursing; Sioux Falls, South Dakota
- 1978 - Associate in Science, Long Beach City College; Long Beach, California;
Associate in Science
- 1986 - Bachelor of Science in Nursing, University of Phoenix; Phoenix, Arizona
- 1993 - Master's of Public Policy & Administration, California State University Long Beach; Long Beach, California
- 2000 - Leadership Essentials for County Managers, California State University Long Beach; Long Beach, California

EMPLOYMENT HISTORY (cont.)

- Dec 1986 - Mar 1994 Administrator, Paramedic Training Institute (Payroll Title--Senior EMS Program Head) Los Angeles County EMS Agency
Paramedic Training Institute, Torrance, California
- July 1984 - Dec 1986 Director of Education, Los Angeles County EMS Agency
Paramedic Training Institute, Torrance, California
- Sept 1981 - July 1984 Primary Training Coordinator (Senior Nursing Instructor), Los Angeles County EMS Agency's Paramedic Training Institute,
Torrance, California
- May 1979 - Sept 1981 Nurse Instructor and Primary Training Coordinator, Los Angeles County EMS Agency's Paramedic Training Institute, Torrance,
California
- Feb 1978 - May 1979 Evening Charge Nurse, Emergency Department, Harbor/UCLA Medical Center; Torrance, California
- Feb 1977 - Feb 1978 Critical Care Nurse/Head Nurse, Cardiac Cath Lab,
Harbor/UCLA Medical Center; Torrance, California
- May 1976 - Feb 1977 Critical Care Nurse/Charge Nurse, Surgical Intensive Care;
Harbor/UCLA Medical Center; Torrance, California
- June 1975 - May 1976 Staff Nurse, Emergency Department; Harbor/UCLA Medical Center; Torrance, California

PROFESSIONAL ACTIVITIES

- Project Administrator for the Federal HRSA Hospital Bioterrorism Preparation Grant
(March 2002 to present)
- Project Director of the Los Angeles County EMS Agency Pediatric Airway Management
Project (state and federal grant funded project)
- Advanced Cardiac Life Support Instructor (1982-1992)
- Mobile Intensive Care Nurse (1978-1988)
- California Community College Instructor Credential #02069 (Lifetime)
- Allen Management Program (L.A. County)
- Member--L.A. City Fire Department Medical Advisory Council
- Assoc. Member--Emergency Medical Services Administrator's Association of California
- Preparing for and Managing Consequences of Terrorism: National Interagency
Counterdrug Institute

PROFESSIONAL ACTIVITIES (cont.)

EMS Member/Staff to committees:

- Provider Agency Advisory Committee
- Base Hospital Advisory Committee
- Education Advisory Committee
- State EMS Authority Task Forces (various)
- Physician Reimbursement Advisory Committee
- EMS representative to Hospital Council of Southern California
- Terrorism Early Warning Group

PUBLICATIONS/CONTRIBUTIONS

Stratton SJ, Kane G, **Gunter CS** et al: Prospective study of manikin-only versus manikin and human subject endotracheal intubation training of paramedics. **Annals of Emergency Medicine** 1991;12:1314-1318.

Stratton SJ, **Gunter CS**: The Art of Airway Management. **Journal of Emergency Medical Services** 1992; 17:54-61.

Stratton SJ, **Gunter CS**: The Art of Airway Management. **Journal of Emergency Medical Services** 1992; 17:54-61. Stratton SJ, Underwood LA, Whalen SM and **Gunter CS**. Prehospital Pediatric Endotracheal Intubation: A Survey of the United States. **Prehospital and Disaster Medicine** October-December 1993, 8:4:323-326.

Gunter C and Crammer T: Medical Direction (chapter). In Seidel JS, Henderson DP, (eds), **Prehospital Care of Pediatric Patients**. Jones and Bartlett, Wilsonville, Oregon, 1996.

Gausche M, Lewis RJ, Stratton SJ, Haynes B, **Gunter CR**, Goodrich SM, Poore PD, McCollough MD; Henderson DP, Pratt F, Seidel JSS. Effect of Out-of-Hospital Pediatric Endotracheal Intubation on Survival and Neurological Outcome. **Journal of the American Medical Association** February 9, 2000, 283:6:783-790.

Organization and conduct of multiple public hearings on trauma system and emergency department closures.

ATTACHMENT IV

COUNTY OF LOS ANGELES - DEPARTMENT OF HEALTH SERVICES
 HEALTH SERVICES ADMINISTRATION
 RANGE 14
 ROSTER

DATE

DPTNO : 110

PAYLOC : 20

EMPNO	DPTNO	LAST NAME	FIRST NAME	ITMNO	ITMSUB	DESCRIPTION	PAYLOC	BUDGET CODE
	110	HASTINGS	E VIRGINIA	4612	F	EMERGENCY MEDICAL SERVICES D	20	0020

PAYLOC : 22

EMPNO	DPTNO	LAST NAME	FIRST NAME	ITMNO	ITMSUB	DESCRIPTION	PAYLOC	BUDGET CODE
	110	GATTON	LAWRENCE	4585	A	CHIEF FINANCIAL MGMT, HEALTH S	22	0290

PAYLOC : 29

EMPNO	DPTNO	LAST NAME	FIRST NAME	ITMNO	ITMSUB	DESCRIPTION	PAYLOC	BUDGET CODE
	110	PETITE	DONALD	4585	A	CHIEF FINANCIAL MGMT, HEALTH S	29	0243

ATTACHMENT V

**Los Angeles County -Department of Health Services
Highest Paid Subordinates**

Last Name	First Name	Emp Number	Title	Item Number	Annual Salary	Monthly Salary
Koeing	William, M.D.		EMS Medical Director	5480A		
Chidester	Cathy		Assistant Director, EMS	4600A/R		
Sanderlin	Kevin		Information Systems Manager	4596A		